



WIL Programme: WORK PROGRAMME (PIVOTAL) EMPLOYER APPLICATION FORM

INSTRUCTIONS:

Only fill in the non-shaded areas on this form. The shaded areas and checklists will be used by Fasset during the evaluation of your application. Please ensure that your application meets the criteria specified in the checklists.

Please ensure that all the annexures are completed. You are allowed to include additional annexures if you want to provide more information on your organisation. Please refer to such additional annexures in the application form.

PLEASE NOTE

An application does not constitute automatic approval of participation and funding by Fasset. Numerous factors such as the availability of learners, information presented in the application, and budget limitations will influence the outcome.

Organisation name: _____

Contact Person: _____

Date _____

BACKGROUND

Fasset is running this Work Integrated Learning (WIL) programme for unemployed learners who will be placed for a ~~minimum~~ of 12 months at a Fasset employer in order to complete the requirements of a HET qualification.

PROJECT INFORMATION

Fasset seeks Sector employers (i.e. small, medium, large) including Government and Provincial employers who have the capacity to host and mentor unemployed learners. Employers must submit evidence that learners will be placed in a functional unit aligned to the learner's qualification.

Unemployed learners who have passed their theory and require the work experience component to enable them to complete their qualification in the sector.

Budget per learner:

- Beneficiaries to be placed for a minimum of 12 months with an employer in the Fasset sector
- An employer can participate in two internship programmes (i.e., TVET WBE, HET, NSC or WIL). However, the awarding for the two internship programmes is not automatic but is at the discretion of FASSET.
- The Employer must have one supervisor/ mentor for every 5 interns (i.e., 1:5)
- The pre-payment will be done once a quarter, and the payment of the next trench will be paid after all supporting documents for the previous trench have been submitted and verified.
- The Cost per learner is capped at R62 000. An amount of R20 000 towards the work skills component, will be broken down as follows: R10 000 will be provided to the employer for work readiness training, and R10 000 will be provided **by a FASSET appointed service provider to train on digitally related skills.**
- The Skills development priorities specifically targeting transformation groups including Blacks, women, Fasset will adopt DHET's criteria regarding the beneficiaries of its programmes to benefit being: **85% Blacks, 54% women and 4% disabled.**

APPLICATION INSTRUCTIONS

Applications must be submitted to Fasset electronically (i.e. online) with all the supporting evidence as stipulated to this e-mail address Wilapplications@fasset.org.za. **Note: Please pay attention to size of the submission.** Employers must retain a copy of the application for their own record.

CLOSING DATE FOR SUBMISSIONS

The Deadline for submission of applications is **Friday 6 August 2021 at 16:00**
Employers are urged not to wait for the deadline/ and or closing date to submit applications.

NOTE: A limited number of learners can be funded through this project. Intakes may therefore be cancelled without prior notice due to budget limitations. Fasset may take four to six weeks to process your application from the date of submission. Online applications must be e-mailed to Wilapplications@fasset.org.za. **Applications not e-mailed to this address will be automatically rejected.**

Limited budgeted

Given that there is a limited budget for this grant, the first come –first serve principle is applied. **However, Fasset will give priority small and medium firms.**

QUERIES

Questions or queries may be directed to (Godfrey.Maswanganye@fasset.org.za) this email address is only for enquiries, any applications forwarded to this email address will automatically be rejected.



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SECTION A ORGANISATION INFORMATION

A.1 Organisation details

Fasset comments

A.1.1 Organisation's name

A.1.2 Trading name
(If different from above)

A.1.3 Physical address

A.1.4 Postal address

A.1.5 Telephone number

A.1.6 Fax number

A.1.7 The nature of your business

Investment entities and trusts and company
secretary services

Stockbroking and financial markets

Development organisations

Accounting, bookkeeping , auditing and tax
services

Debt collection

Business and management consulting
services

Activities auxiliary to financial services

SARS and government departments

Other

A.1.8 Business classification
(Please select the
subsector that best
describes the business
activities of your
organisation. If your
organisation does not fall
within one of the subsectors
on the list, please select
"other")

	Province	Fasset Comments
A.1.9 Geographical distribution	Eastern Cape	
	Free State	
	Gauteng	
	KwaZulu-Natal	
	Limpopo	
	Mpumalanga	
	North West Province	
	Northern Cape	
	Western Cape	

Please submit addresses for each branch / office, other than the main address provided, as Annexure A.1.

A.2 Contact details

Please provide details of the person(s) responsible for submission of the employee portfolio of evidence.

Primary contact		Fasset comments
A.2.1	Title	
A.2.2	First name	
A.2.3	Middle name	
A.2.4	Surname	
A.2.5	Initials	
A.2.6	Position	
A.2.7	Postal address	
A.2.8	Physical address	
A.2.9	Telephone number	

A.2.10	Cell phone number	
A.2.11	Fax number	
A.2.12	E-mail address	
A.2.13	Preferred method of communication	

Secondary contact		Fasset comments
A.2.14	Title	
A.2.15	First Name	
A.2.16	Surname	
A.2.17	Initials	
A.2.18	Position	
A.2.19	Telephone number	
A.2.20	Cell phone number	
A.2.21	Fax number	
A.2.22	E-mail address	

A.3 Registration as legal entity

	Information satisfactory	Annexures complete	Fasset comments
A.3.1	Legal nature of entity (Pty; cc, etc.)		
A.3.2	Years trading		

Please supply documentary proof of your organisation's legal status as Annexure A3. The following are the types of documents that are required:

- Letter of authority (trust)
- CK1 or CK2 (for a Closed Corporation)
- Certificate of confirmation (for a company)

A.4 SARS registration and income tax

	Information satisfactory	Annexures complete	Fasset comments
A.4.1 Income tax registration number			
A.4.2 VAT registration number			
A.4.3 SDL number			

A.5 Professional registration

Is your organisation registered with any professional body or association?

	Tick	Information satisfactory	Annexures complete	Fasset comments
Yes				
No, registration is not required				
No, although registration is required				

If you are registered or required to register, with which professional body/bodies or association are you registered?

If you are registered, please provide documentary proof of your registration as Annexure A5.

A.6 Accreditation status

Are you accredited by any Quality Assurance Body (QAB), such as a SETA, or a Fasset professional body?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If **YES**, please attach proof as Annexure A.6.

Fasset Checklist	Tick	Fasset comments
Proof of accreditation is attached	<input type="checkbox"/> Professional Body <input type="checkbox"/> QAB	Type of accreditation:

A.7 Organisation structure

How many people does your organisation employ?

Number of people	<input type="text"/>
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Please attach in Annexure A.7 an organogram/organisational flowchart of your organisation. Ensure that the organogram clearly indicates:

- The various operational units of the organisation
- Staff complements of each unit
- Geographical distribution of operational units

Fasset Checklist	Tick	Fasset comments
Organisation size is clear		
Organisation structure is clear		
Organisation distribution is clear		

SECTION B HUMAN RESOURCES PRACTICES

B.1 Performance management

Fasset will require learners to be subjected to a performance appraisal every six months for the duration of the programme. Please provide in the space below a short description of the key elements of your performance management system. Attach as Annexure B.1 supporting documentation e.g. performance management policy, performance agreement.

Description: Performance management system

Fasset Checklist

Tick

Fasset comments

The organisation has mechanisms for the timeous identification of under-performance

The performance management system allows for timeous identification and communication of underperformance and for remedial action

The performance management mechanisms are clearly communicated

B.2 Disciplinary procedure

Fasset will expect the organisation to ensure that learners adhere to the standard HR policies and procedures of your organisation. Describe how disciplinary actions are handled in your organisation. If you have a disciplinary procedure, please attach it as Annexure B.2.

Description: Disciplinary actions

Fasset Checklist

Tick

Fasset comments

The organisation has clear and fair mechanisms to deal with disciplinary issues

These are clearly communicated to staff.

Disciplinary mechanisms will be clearly communicated to learners (check induction programme)

B.3 Grievance procedure

Describe how staff grievances are handled in your organisation. If you have a grievance procedure, please attach it as Annexure B.3.

Description: Grievances

Fasset Checklist

Tick

Fasset comments

The organisation has clear and fair mechanisms to deal with grievances

These are clearly communicated to staff.

Grievance procedures are clearly communicated to learners (check induction programme)

B.4 Skills development of internal human resources

Only employers from the Fasset sector may participate in the programme. Has your organisation submitted a Workplace Skills Plan for the current year which has been approved by Fasset?

Yes	<input type="text"/>
No	<input type="text"/>
Don't pay SDL	<input type="text"/>

If you have submitted a Workplace Skills Plan to **Fasset**, please attach the letter confirming **approval** in Annexure B.4.

OR

If your organisation is exempt from paying the Skills Development Levy, please provide letter confirming registration with Fasset as an NLP organisation as Annexure B.4.

Fasset Checklist	Tick	Fasset comments
The organisation has submitted a WSP		
The WSP has been approved by Fasset		
If the organisation is exempt from the SDL, proof has been provided of the relevant registration with Fasset		

B.5 Recording and administration

In Annexure B.5 insert your personnel / HR administration policy.

Fasset Checklist	Tick	Fasset comments
<p>The organisation has a personnel / HR administration policy in place which provides for</p> <ul style="list-style-type: none"> • Responsibilities with regard to personnel / HR administration • Content of individual personnel files • Where will learner records be kept • Access to learner files • Confidentiality of information • Communication of information to relevant stakeholders • Updating of learner files • Backup procedures for electronic learner information • Submission of learner information to Fasset 		

SECTION C

OCCUPATIONAL HEALTH AND SAFETY

In Annexure C1 please provide proof that your organisation complies with health and safety legislation and regulations as required within the context of your organisation.

<i>Fasset Checklist</i>	Tick	Fasset comments
Organisation has provided one or more of the following: <ul style="list-style-type: none">• Health and safety certificate• Health and safety policy• Proof of appointment of health and safety representatives• Proof of functioning of health and safety committee• Health and safety checklist• Other		

SECTION D

QUALITY MANAGEMENT

D.1 Financial resources

Fasset funds stipend for each graduate approved for 12 months as required for completion of this interventions. Participating employers will need to invoice Fasset every three months.

What steps have been taken to ensure that your organisation has sufficient funding / cash flow to ensure timeous payment to learners prior to receiving payment from Fasset? Attach relevant documentation as Annexure D.1 (e.g. training budget, minutes of a Board meeting allocating funds to the programme, a letter from your organisation's management indicating a financial commitment as required).

Fasset Checklist

Tick

Fasset comments

Sufficient financial resources have been allocated to the programme

D.2 Work facilities

Describe the work facilities that will be available to each learner (e.g. workstations, computers etc.)

Fasset Checklist

Tick

Fasset comments

Work facilities are sufficient for this particular programme (within the context of the roles / job descriptions provided in Section E)

D.3 Other training or support facilities

Describe any other training / support facilities that will be available to the learners in the workplace (e.g. soft skills training, library, internet access etc.)

	Fasset Comments
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D.4 Learner coordinator

Provide the details of the person who will be overall responsible for the management of the programme in your organisation

Name		Fasset Comments
Position		
Highest qualification		
Physical location		
Telephone number		
Cellphone number		
Fax number		

Fasset Checklist	Tick	Fasset comments
There is a designated person who will take responsibility for the internal management of learners on the programme	<input type="checkbox"/>	
The designation person is qualified and suitable for this role	<input type="checkbox"/>	

D.5 Learner support

Insert your learner induction programme as Annexure D.5.

Describe any other forms of learner support provided by your organisation (e.g. nature and frequency of mentorship, attendance of other training programmes etc.)

Fasset Checklist

Tick

Fasset comments

The organisation has an induction programme that provides for

- General orientation to the organisation
- (Structure, lines of communication and reporting, business practices, organisational values and culture, work hours and work arrangements etc.)
- General orientation with regard to own job
- Orientation with regard to the performance management system
- Disciplinary and grievance procedures
- Occupational health and safety issues
- The programme itself (mentorship, logbook completion support, etc.)

D.6 Code of conduct

What provision is made by your organisation to ensure that learners adhere to industry or professional ethical codes of conduct?

<i>Fasset Checklist</i>	Tick	Fasset comments
The organisation ensures that learners are familiar with and adhere to the professional code of conduct		

SECTION E



INDICATION OF OPPORTUNITIES AVAILABLE FOR LEARNERS

Nr of learners	Qualification	Site / Office / Branch	Role / Job Title	Mentor / Supervisor	Programme commence	to

- Employer can apply for a maximum of 50 learners per intake.
- For each role / job title, attach a proposed job description / summary of responsibilities as Annexure E.1.

Fasset Checklist	Tick	Fasset comments
The role / job title and supporting information relates to the area of specialization as indicated		
The mentor / supervisor indicated for each learner is sufficiently qualified / experienced		

LIST OF ANNEXURES

- A.1 Address of each branch / office
- A.3 Proof of legal status of organisation
- A.5 Proof of other professional registrations (professional bodies from the Fasset sector)
- A.6 Proof of accreditation with other QAB or with a professional body
- A.7 Organisational structure
- B.1 Performance management documentation
- B.2 Disciplinary procedure
- B.3 Grievance procedure
- B.4 Proof of submission of Fasset approved WSP or Fasset letter of NLP registration – **IF NOT INCLUDED APPLICATION WILL BE REJECTED**
- B.5 Personnel / HR Administration Policy
- C Proof of compliance with occupational health and safety legislation
- D.4 Learner induction programme
- E.1 Proposed job descriptions / summary of responsibilities
- E.2 CV's of mentors / supervisors
- E.3 The programme is align to Work Integrated Learning - programme to enable a learner to complete their qualification - – **IF NOT INCLUDED APPLICATION WILL BE REJECTED**